

## Important Development Review Submittal Information (Revised, August 25, 2008)

Future updates are likely on an as-needed basis, so please always check this website, or with the Development Review staff, for the most recent version before preparing your submittal.

Current fees (at the top of the page under “General” heading) and checklists can be found at the following link: <http://www.durhamnc.gov/departments/planning/applications.cfm>

Effective August, 2007, we have tightened up our acceptance and in-house review (Triage) for submitted plans. The most commonly missing or incorrect information is in bold below, although all information is required if applicable. **Plans will be returned to the applicants if the following items are required and are missing from the application package:**

- **Current Application form completely filled out** (we will not accept old application forms)
- Check for review fee payable to “City of Durham” in the correct amount
- Specimen tree survey (Land Disturbance Tree Survey is optional at first submittal, but recommended)
- A recent survey showing all existing conditions on the site and within 100 feet of the boundaries certified by a Licensed Land Surveyor in the State of North Carolina and preferably performed within the last 2 years
- Tree coverage calculations and areas shown on plan, with samples of existing vegetation if needed
- Landscape/buffer worksheets, or Interactive Buffer Model (two (2) copies), with buffer slope analysis for all buffer areas (these are available on-line at the applications page under Development Review also), unless calculations are included on the plan
- Stormwater calculations, including two (2) copies of the Stormwater Impact Analysis (SIA) **or** a sealed, signed letter from a Professional Engineer or Registered Landscape Architect with stormwater expertise stating that the proposed site development or amendment to the previous plan will not require an SIA (if it is questionable, contact Stormwater for guidance on their requirements for your site). Three (3) copies are required if the property will be annexed and is submitted as a County case.
- If a previously approved SIA is referenced in the “sealed letter,” submit a copy of the previous SIA. New FEMA maps, as they change from the old SIA, should be included with the sealed letter.
- Nitrogen calculations (two (2) copies if one jurisdiction, three (3) copies if project will be annexed and is submitted as a County case) for all development in the Neuse Basin
- Pre- and post-development drainage area maps
- Stormwater checklist (two (2) copies sealed and signed) **for the correct jurisdiction** (either City or County) (both if property will be annexed after approval by County). Each checklist is labeled at the top of the first page as either City or County
- Two (2) **legible** copies of all required stormwater maps (FIRM panel, USGS maps and Soils Survey) showing the site drawn to scale on them. Illegible maps will not be accepted. **These must be copies from the original map or book. This is the #1 reason plans get kicked at Triage because on-line mapping versions of these maps are submitted, but are not allowed. Site must be drawn to scale on these maps and labeled.** Three (3) copies of this information (including both City and County checklists) are required if the project is in the County jurisdiction and will be annexed
- Stream determinations/delineations (if applicable) that would affect stream buffers in both the Neuse and Cape Fear basins, including all maps and stream classification results from field investigation. In the Neuse, the determination would be from the state.
- Floodplain development permit application (if applicable) and DRB or Governing Body Floodplain Development Request filled out. We may request a No Rise certification or study later, as needed.
- Correct number of stapled, folded copies of plan (maximum sheet size 24” x 36” preferred) showing all required information labeled with width and type, including, at a minimum:
  - Accurate existing conditions at the time of submittal, including documentation of existing impervious surfaces and how long they have been there
  - Sidewalks (or must include sidewalk payment in lieu request or alternate sidewalk)
  - Landscape buffers

- Stream buffers with 10 foot no-build setbacks
- Existing and proposed utilities shown
- Adequate vehicular and bicycle parking not exceeding the maximum allowed
- Trash handling facilities shown or documented
- Loading areas/loading spaces provided as applicable (with required screening)
- Flood plain presence or absence noted with standard note, including Base Flood Elevation labeled and referenced with correct FIRM panel number and date. **If site is not in a Special Flood Hazard Area or Future Conditions Flood Hazard Area, this must be stated on the plan with the FIRM panel reference and date**
- Special documentation and applications for any variations (e.g. parking, landscaping, off-site parking, off-site dumpster, etc.) or payment in lieu of sidewalk filled out and included
- Description of revisions if an amendment to previously approved plan (to be shown in a box on the cover sheet) and clear delineation of the changes on the plan by either revision clouds or other means of highlighting
- List of committed elements from rezoning development plan, keyed to the plan indicating where on the plan the committed elements are satisfied
- Architectural drawings if needed to show compliance with design guidelines from the development plan or to demonstrate compliance with any other Ordinance requirements. Any design elements from the approved design guidelines, such as landscaping, should also be noted on the plan that it is provided in compliance with the adopted design guidelines from the development plan
- Parking deck architectural plans showing typical layout, circulation, and parking layouts for motor vehicles and bicycles
- Three (3) copies of the Traffic Impact Analysis and correct fee (if you have a question whether this is required, see City Transportation and/or NCDOT)
- Additional documentation specific to the site that may be required or necessary for us to complete our review
- Optional copy of approved development plan for sites zoned with a (D)
- If a property is proposed for rezoning or annexation, it should be indicated on the application. Properties concurrently under review for a Zoning Map Change with a development plan will require submittal of a signed waiver indicating the applicant is aware that they may be subject to additional review fees during the site plan/preliminary plat process if changes in the development plan occur that also require changes to the site plan or preliminary plat
- Future annexation means plans will be sent to City Stormwater for a courtesy review if the plan is submitted as a County case, but will be annexed prior to Construction Drawing approval and building permit
- For City or County projects requiring Appearance Commission review, site plans will generally not be accepted until after that review has taken place
- Other required submittals should be made concurrently, as needed, such as Design District Review Team, Historic Preservation Commission, Board of Adjustment, etc. The status of these concurrent reviews should be indicated on the application form. Site plans will only have one review and then put on hold until these concurrent submittals have been made

Please also remember that our deadline is **11 am** on the submittal date and being early means that if you are missing anything, you may have time to get it to us before the deadline. You will be notified by the end of that day if your submittal is incomplete and we will request that you come and pick it up.

If you have any questions, please contact Teri Danner, Planning Supervisor ([teri.danner@durhamnc.gov](mailto:teri.danner@durhamnc.gov)) or another member of the Development Review Team. For projects within the Downtown Tier or any other Design District or Historic District Overlay, please contact Sara Young, Planning Supervisor ([sara.young@durhamnc.gov](mailto:sara.young@durhamnc.gov)) or another member of the Urban Design Team.